



REQUIREMENTS TO REPLACE A MOBILE HOME IN A URM DESIGNATION

1. COMPLETED BUILDING PERMIT APPLICATION.
2. COPY OF PROPERTY RECORD CARD (this is obtained from the property appraiser).
3. COPY OF A RECORDED DEED OR CONTRACT FOR DEED TO SHOW OWNERSHIP OF THE PROPERTY (only if owner named on application *does not* match our computer listing or Property Appraiser's print-out).
4. THREE COPIES OF A SURVEY OR PROPERTY APPRAISER'S PRINT-OUT.
5. THREE PLOT PLANS. PLOT PLANS MUST BE DRAWN TO SCALE WITH ALL SETBACKS CLEARLY MARKED, MUST SHOW STREET NAME(S), DRIVEWAY, PARKING, SEPTICTANK & DRAINFIELD (HRS approval required); AS WELL AS SITE DRAINAGE/CALCULATIONS (for any additional impervious area only) AND MUST INDICATE THE OUTLINE OF THE EXISTING MOBILE HOME AND THE REPLACEMENT MOBILE HOME. SHOULD THE NEW MOBILE HOME BE EXACTLY THE SAME SIZE AS THE EXISTING FOOTPRINT, THE FOLLOWING SETBACKS MAY NOT BE APPLICABLE.
SETBACKS:
FRONT-10 FOOT MINIMUM
SIDE - 10 FOOT MINIMUM ON EACH SIDE
REAR - DRY LOT: 10 FOOT MINIMUM
- ALTERED SHORELINE/CANAL: 20 FOOT MINIMUM
- UNALTERED SHORELINE/NATURAL: 50 FOOT MINIMUM
6. ELECTRIC METER LOCATION LETTER, (Utility Co.) phone# Lower Keys 294-5272, Middle Keys 743-5344, Upper Keys 852-2431.
7. COPY OF WATER BILL FROM AQUEDUCT AUTHORITY, (FKAA) phone# Lower Keys 296-2454, Middle Keys 743-5409, Upper Keys 852-8086.
8. APPROVAL FROM HEALTH DEPARTMENT (HRS) phone# Lower Keys 294-1021, Middle Keys 289-2450, Upper Keys 853-3240.
9. IF THE MOBILE HOME IS IN A MOBILE HOME PARK, SUBMIT A LETTER FROM THE OWNER OF THE PARK WHICH AUTHORIZES THE PROPOSED RE-CONSTRUCTION.
10. ALL MOBILE HOMES SHALL BE ELEVATED TO THE BASE FLOOD ELEVATION WHEN PLACED AND TIED DOWN. IF THE MOBILE HOME REQUIRES LESS THAN A FORTY (40) INCH ELEVATION TO REACH THE PROPER FLOOD PLAIN, THE LOWER FEMA PIERS FOUNDATION WILL SUFFICE.
Standard foundation details are available at the Building Department. The Federal Government requires that all supports be "reinforced concrete piers". The loose stacking of concrete block (ie. without rebar and concrete filled cells) regardless of height, will not be acceptable. Should elevations above forty inches be desired, blocking will not be allowed. A/E foundation drawings complying with Monroe County Code Section 16-16.1(7) will then be required.
Any structure other than the mobile home itself must be included on a detailed drawing. If life safety is involved a signature of a A/E is required.
11. REFER TO HAND-OUT ON NEW DMV AND HUD REQUIREMENTS FOR MOBILE HOMES.

FOR MORE INFORMATION CALL :

852-7100 Plantation Key

289-2501 Marathon

292-4490 Stock Island